

**State of Tennessee**  
**Statewide Records Retention**  
**Alphabetical Order by Record Series Title**

**Agency Heads, Boards and Commissions**

<b>RDA No.</b>	<b>Records Title and Description</b>
<b>S1615</b>	<p><b>Agency Heads Subject Files-Boards and Commissions</b> Approved: November 3, 1997</p> <p>Records relating to all responsibility of all agency heads. Included are: correspondence, memorandums, etc., with internal personnel; officials of other state agencies including the Governor and General Assembly, federal officials, local officials and the general public. Also included are: special studies, reports and working papers prepared by the executive staff, policy and procedural manuals, directives (except Executive Orders) current, as well as obsolete, similar and related materials. <i>Includes electronic media that communicates the above.</i></p> <p><b>Disposition</b> Maintain files by calendar year. Hold in agency for three (3) years after current year, then transfer to Records Center for four (4) additional years; then transfer to Library and Archives for historic screening. Documents having historic value may be microfilmed for permanent retention. After verification, both original documents and documents of no historic value, may be destroyed by state approved methods. All files will be transferred to the State Records Center upon termination of appointment. If the subject files contain records of "ongoing projects" or other files required by the incoming agency head and his executive staff, these files may be retained until which time the files will be transferred to the State Records Center.</p>
<b>S718</b>	<p><b>Annual Reports</b> Approved: November 3, 1997</p> <p>Annual reports prepared by all agencies in accordance with Tennessee Code Annotated 4-4-114. <i>Includes electronic media that communicates the above.</i></p> <p><b>Disposition</b> Retain in agency for five (5) years, then transfer to Library and Archives. Upon receipt in Library and Archives, original documents will be microfilmed and destroyed after editing. Microfilm is to be retained permanently at the Library and Archives.</p> <p><b>Governing Law</b> T.C.A. 4-4-114</p>

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<b>RDA No.</b>	<b>Records Title and Description</b>
<b>S590</b>	<p><b>Commissioner's Subject Files</b> Approved: November 3, 1997</p> <p>Records relating to all areas of the Commissioner and his executive staff. Included are correspondence, memorandums, etc., with internal personnel officials of other state agencies including the Governor and General Assembly, federal officials, local officials, and the general public. Also included are special studies, reports, and working papers prepared by the executive staff; policy and procedural manuals, directives (except Executive Orders), current, as well as obsolete, similar and related materials. <i>Includes electronic media that communicates the above.</i></p> <p><b>Disposition</b> Cut off files at the end of each fiscal year, hold in current files three (3) years, then transfer to the State Records Center to be held four (4) additional years, then transfer to Library and Archives. All files will be transferred to the Records Center upon termination of appointment. If the subject files contain records of "ongoing projects" or other files required by the incoming Commissioner and his executive staff, these files may be retained until completion or cancellation of the project, at which time the files will be transferred to the Records Center.</p>
<b>S528</b>	<p><b>Minute Files</b> Approved: November 3, 1997</p> <p>Documents relating to the holding of meetings and recording of proceedings of meetings of boards, commissions, councils, and committees. Included are accounts of proceeding actions taken, agenda, copies of reports, exhibits, and announcements.</p> <p><b>NOTE: Minutes that are by law "confidential" will be placed in separate containers and identified as such on the Records Transmittal.</b></p> <p><i>Includes electronic media that communicates the above.</i></p> <p><b>Disposition</b> <b>Record Copy:</b> Cut off files annually, hold in current files area three years, then retire to Library and Archives.</p> <p><b>Copies:</b> Retain in current files until no longer needed for reference, then destroy.</p>